

REQUEST FOR APPROVAL

To: **Howard Levenson**
Assistant Director, Materials Management and Local Assistance Program

From: **Brenda Smyth**
Division Chief, Statewide Technical and Analytical Resources Division

Request Date: **August 2, 2010**

Decision Subject: Approval of Scopes of Work and Interagency Agreements with: 1) California State University, Sacramento for the "Contract to Facilitate Stakeholder Process and Legislative Report for Used Oil Life-Cycle Assessment Project" Contract (FY 10/11 Used Oil Recycling Fund); 2) The Regents of the University of California, Santa Barbara for the "Used Oil Life-Cycle Assessment Study" Contract (FY 10/11 Used Oil Recycling Fund); and 3) The Regents of the University of California, Berkeley for the "Independent Peer Review of Used Oil Life-Cycle Assessment Project" Contract (FY 10/11 Used Oil Recycling Fund).

Action By: **August 12, 2010**

Summary of Request:

Staff requests approval of the Scope of Work (SOW) and California State University, Sacramento as the contractor for the "Contract to Facilitate Stakeholder Process and Legislative Report for Used Oil Life-Cycle Assessment Project" contract; the SOW and The Regents of the University of California, Santa Barbara as the contractor for the "Used Oil Life-Cycle Assessment Study" contract; and the SOW and The Regents of the University of California, Berkeley as contractor for the "Independent Peer Review of Used Oil Life-Cycle Assessment Project " contract.

Recommendation: SOWs and the following universities as contractors.

For the purpose of implementing the Used Oil Life-Cycle Assessment Project as directed by Senate Bill 546 (Lowenthal), staff recommends approval of the following:

1. The SOW (Attachment A) and California State University, Sacramento as the contractor for the "Contract to Facilitate Stakeholder Process and Legislative Report for Used Oil Life-Cycle Assessment Project" using Fiscal Year (FY) 2010/11 funds in an amount not to exceed \$150,000;
 2. The SOW (Attachment B) and The Regents of the University of California, Santa Barbara as the contractor for the "Used Oil Life-Cycle Assessment Study" contract using FY 2010/11 funds in an amount to be determined; and
 3. The SOW (Attachment C) and The Regents of the University of California, Berkeley as the contractor for the "Independent Peer Review of Used Oil Life-Cycle Assessment Project" contract using FY 2010/11 funds in an amount not to exceed \$30,000.
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Assistant Director Action:

On the basis of the information, analysis and findings in this Request for Approval, I hereby approve the SOW and California State University, Sacramento as contractor for the “Contract to Facilitate Stakeholder Process and Legislative Report for Used Oil Life-Cycle Assessment Project” in an amount not to exceed \$150,000; the SOW and the Regents of the University of California, Santa Barbara as contractor for the “Used Oil Life-Cycle Assessment Study” in an amount to be determined; and the SOW and The Regents of the University of California, Berkeley as contractor for the “Independent Peer Review of Used Oil Life-Cycle Assessment Project” in an amount not to exceed \$30,000. All amounts are subject to the availability of funds.

Dated: _____

Howard Levenson
Assistant Director

Background Information, Analysis, and Findings

As part of Senate Bill 546 of 2009, CalRecycle is directed to 1) contract with a third-party consultant to conduct a life-cycle assessment (LCA) of the used lubricating and industrial oil management process; 2) solicit broad stakeholder input on all aspects of the LCA; 3) evaluate the impacts of certain components of SB 546; and 4) submit a report to the Legislature on the results and any recommendations to promote increased collection and responsible management of used oil in California. Staff has determined that each of the proposed contractors is well qualified in the contract subject matter and tasks as set forth in his/her respective SOW.

CalRecycle staff will implement a phased-in approach to this project. The series of stakeholder and workgroup meetings that will culminate in the development of the scope and design of the LCA is collectively referred to as Phase I. Phase I participants include the CalRecycle/Department of Toxic Substances Control project team, LCA Practitioner, LCA Peer Review contractor, and a broad and diverse stakeholder group. During Phase II, the LCA Practitioner will develop and conduct the LCA study and subsequent LCA study report, a draft of which will be reviewed by and commented on by the stakeholder group and by the Peer Review Contractor. The Peer Review Contractor will ensure that the study meets International Organization for Standardization (ISO) standards and that the study is conducted in the most efficient and effective manner. Phases I and II will provide CalRecycle with the materials necessary to develop the aforementioned Legislative report.

There will be three contractors assigned to this project:

1. Expert Facilitator – California State University, Sacramento
2. LCA Practitioner – The Regents of the University of California, Santa Barbara
3. LCA Peer Review Contractor – The Regents of the University of California, Berkeley

1. Fund Source	2. Amount Available	3. Amount to Fund Item	4. Amount Remaining	5. Line Item
Used Oil Fund (FY 2010/11)	\$2,000,000	to be determined	to be determined	C&P